(iNHDEX) NH - Student Class 24-25

December 2024

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Overview

Summary, Scope, and Purpose

This submission collects course-level enrollment data for students in district schools. Courses included in this file must also be in the district's Course submission.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
BOY	9/16/2024, 12:00 AM	10/26/2024, 12:00 AM	07/01/2024	10/25/2024
MOY	2/15/2025, 12:00 AM	3/15/2025, 12:00 AM	07/01/2024	03/15/2025
EOY	5/15/2025, 12:00 AM	7/12/2025, 12:00 AM	07/01/2024	06/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each Section a student is rostered into.
R1.BR1	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor by at least one day.
R1.BR2	 It is possible for one student to have more than one record on this report: Multiple enrollments in different schools. Multiple enrollments in the same school. Etc.
R1.BR3	A student cannot have more than one record per section.
R1.BR4	 Do not include any records that match the following exclusions: Enrollment No Show Enrollment State Exclude Enrollment Grade Level Exclude Enrollment Status of: 25: Resides in a NH district, tuitioned to out-of-state public school 26: Resides in a NH district, placed by district in a nonpublic school 28: Education Free Account (EFA) Program Course State Exclude Course has a value for Classification of Instruct Program (CIP Code) Calendar Exclude School Exclude
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.

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R4	The report will be generated in CSV format as well as a human-readable format (HTML). The CSV format is the State Format.
R4.BR1	
R5	 If multiple calendars are selected, the report will sort in the following order: District Number School Number State Assigned Student Identifier
R6	The file name that is generated will be titled NH_StudentClass .

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Extract Editor Requirements

Path: NH State Reporting > iNHDEX

	Editor Options	Field Type	Requirements
1	Extract Type	Drop list	
2	Start Date	Date field	
3	End Date	Date field	
4	Ad Hoc Filter	Drop list	
5	Grading Task	Drop list	Determines the Grading Task used for courseGradeId.
			• Should list all Grading Task(s) that have State Reported checked.
6	Effective Date	Date	Determines the Grading Task used for courseGradeId.
7	Cross Site Exclude	Checkbox	 When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas: Course Section Roster GradingScore Attendance / AttendanceCode
8	Calendar Selector	Multiple Calendar Selector	 Defaults to the Calendar selected in the Campus Toolbar At least one calendar is Required
9	Generate Report	Trigger button	Trigger the creation of the extract when selected
10	Submit to Batch	Trigger button	Send extract to Batch Queue when selected

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11	Report Format	Drop list	Drop list will contain:
			 Comma Separated (CSV) HTML



Report Data Elements

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required (Y/N)	Data Source GUI Path	Database Field (s)	Format	Length
1	sauNbr (School Administrative Unit Number)	The state-assigned code for the SAU. Reports the SAU Number from District Information.	Y	District Information > SAU Number	CustomDistrict . value	Numeric	1-4 characters
2	distNbr (District Number)	The state-assigned code for the district. Reports the State District Number from District Information.	Y	District Information > State District Number	District .number	Numeric	1-4 characters
3	schoolNbr (School Number)	The state-assigned code for the school. Reports the State School Number from School Information.	Y	School Information > State School Number	School .number	Numeric	5 characters exactly

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4	sasId (State Assigned Student Identifier)	Unique state assigned student ID. Each student should receive only one SASID and the SASID should remain with the student throughout his/her education in the state of NH. Reports the Student State ID from Demographics.	Y	Demographics > Student State ID	Person .stateID	Numeric	10 characters exactly
5	dob (Date Of Birth)	The Date of Birth of the student. This field will be used validate a student's identity and age. Reports the Birth Date from the current Identity record.	Y	Identities > Birth Date	Identity .birthDate	Date (MM/DD /YYYY) Must be 0- padded (e.g. "8" would be "08")	10 characters exactly
6	localClassCode (Local Class Code)	The class code used by the school to identify a class. This code, along with term ID, section ID should be unique for a conduct of the course. Reports the Course Number .	Υ	Course Information > Number	Course .number	Alphanumeric	1-15 characters

7	courseGradeld (Grade Received)	 The grade a student receives for a course. This field can only be included for the classes that have been completed and the student has been assigned a grade. Reports the first three characters of the Score for each student for the selected Grading Task in the Extract Editor. Use the Effective Date to determine which term the selected Grading Task is reported for. 	Ν	Transcripts > Score	TranscriptCourse . score	Alphanumeric	1-3 characters
		 The Term used (if multiple grades exist in different terms) will be the Term that contains the Effective Date. In other words, the Effective Date must be equal to or between the Term Start Date and the Term End Date. Report NULL if the student does not have a grade for the selected Grading Task in the Effective Date. 					

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8	sectionId (Section Identifier)	The section of the course. For example, there may be 2 or more sections of an Algebra course offered in semester 1. Reports the Section Number .	Y	Section Information > Section Number	Section .number	Alphanumeric	1-10 characters
9	termid (Term Identifier)	The term of the course. For example, there may be 2 or more terms of an Algebra course offered throughout the year (e.g. Semester 1 and semester 2). • Regardless of School Year Term Division: • Reports 30 (Year Long) if the Section occurs in every term of the school year.	Y	Section Information > Section Schedule Placement	SectionPlacement . termID	Numeric	1-2 characters
		2000					



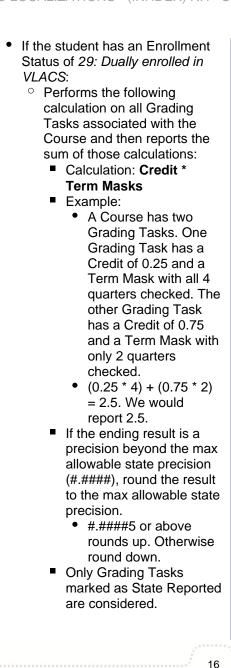


	 If the School Year Term Division is Anything Not Mentioned Above (5+ Terms): Report 11 (Term 1) if the Section only occurs in Term 1. Report 12 (Term 2) if the Section only occurs in Term 2. Report 13 (Term 3) if the Section only occurs in Term 3. Report 14 (Term 4) if the Section only occurs in Term 4. Report 15 (Term 5) if the Section only occurs in Term 5. Report 16 (Term 6) if the Section only occurs in Term 6. Report 17 (Term 7) if the Section only occurs in Term 7. Report 18 (Term 8) if the Section only occurs in Term 8. Report 19 (Term 9) if the Section only occurs in Term 9. 				
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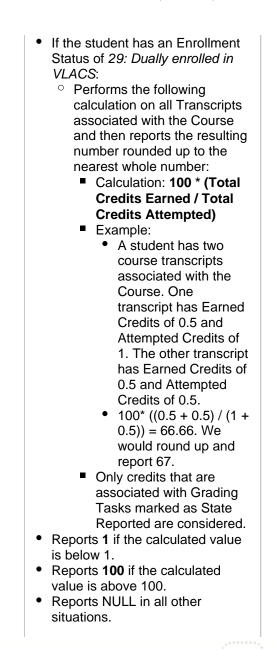
0 participationType	An indicator to identify if the student is enrolled full-time, is dually enrolled,	Y	Enrollment > Enrollment	Enrollment . stateAid	Numeric	1 character
(Participation Type)	 Is enrolled full-time, is dually enrolled, or any other special arrangement in the school while attending the class. Report 1 (Full Time School Enrollment - Reported on Enrollment Submission) if the student's Enrollment Status is one of the following codes: 21: Enrolled in and is the financial responsibility of the district 22: Formal tuition agreement, financial responsibility of another district 23: No formal tuition agreement, financial responsibility of another district 27: Foreign Exchange Program Report 2 (Dual Enrollment - 29 VLAS Student) if the student's Enrollment Status is one of the following codes: 29: Dually enrolled in VLACS 		Enrollment Status	STATEAIO		exactly

11	competenciesCompleted (Competencies Completed)	 The number of competencies completed by the student in this course (only required for VLACs). Reports the total number of Standards the student has received a Passing Score in for the Section. Only reports for students with an Enrollment Status of 29: Dually enrolled in VLACS. Passing Score is defined by the Score having the "Passing Score" checkbox checked in the Rubric setup. The Standard must be marked as State Reported to be included in the calculation. The completed standards do NOT need to be posted to Transcript. Reports NULL for students that do not have an Enrollment Status of 29: Dually enrolled in VLACS. 	Ν	Grades	GradingScore . score	Numeric (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters
12	creditsAvail (Credits Available)	The number of credits available for the student in this class. This is only for VLACs.	Ν	Course Grading Tasks	GradingTaskCredit .credit .termMask	Numeric (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters



		 Reports 9.9999 if total number is greater than 10. Reports NULL in all other situations. 					
13	pctComplete (Percent Complete)	The percent of the credits that were completed by the student during this class. This is only for VLACs.	Ν	Transcripts > Credits Earned /Attempted	TranscriptCredit . creditsEarned .creditsAttempted	Numeric (1-100 only)	1-3 characters

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